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17 AUG 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

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SUBJECT: OIS Weekly Report (10-16 August 1983)

Office of the Director

On 11 August the Director and Deputy Director of Information Services provided a briefing for the DA representative to the Office of Legislative Liaison to discuss matters relating to legislative initiatives impacting on OIS. Specific subjects discussed by OIS Division and Branch managers included proposed FOIA/PA and records management programs.

Classification Review Division

CRD reviewed four manuscripts (453 pages) for PRB, one (22 pages) for DOD, one (519 pages) in the FRUS series for the Department of State, two documents (79 pages) for IPD, and 9 Summaries of Agency Employment (15 pages) during this reporting period.

Information and Privacy Division

* On 12 August the Yale University General Counsel contacted IPD concerning classified material of OSS vintage which is being held in their Beinecke Rare Book and Manuscript Library. He expressed concern over continued retention of material at the University and was advised that the Agency would accept custody of the documents. The Beinecke Librarian was reluctant to release the material until assured that certain aspects of Executive Order 12356 and Title 18 of the U.S. Code provided a legal basis for this action.

A separate report is also attached.

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where marked

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C O N F I D E N T I A L

Records Management Division

A member of RMD and one from the Office of Training and Education (OTE) Information Science Center met to discuss the development of various packages for use in computer aided instruction (CAI) programs. While this method of teaching is not applicable to all kinds of training, OTE is considering such techniques for selected applications. Course development costs range from \$2,000 to \$50,000 depending on the complexity. RMD feels that CAI may have some application in its future plans for designing an internal training program.

Several members of RMD toured a remote Agency installation operated by the DS&T and received an extensive briefing on its activities. The briefing covered current registry and records management activities and provided projections of a greatly increased workload that will result from the use of new technology later in the decade. This increase will generate additional staffing requirements and a tremendous volume of records that will require management and attendant storage.

Records Center personnel sent 30 cubic feet of material to the hammermill for destruction and personnel from the Information Control Section/Information Technology Branch completed the collateral Top Secret audit of approximately 1,100 items in the Office of the DDI.

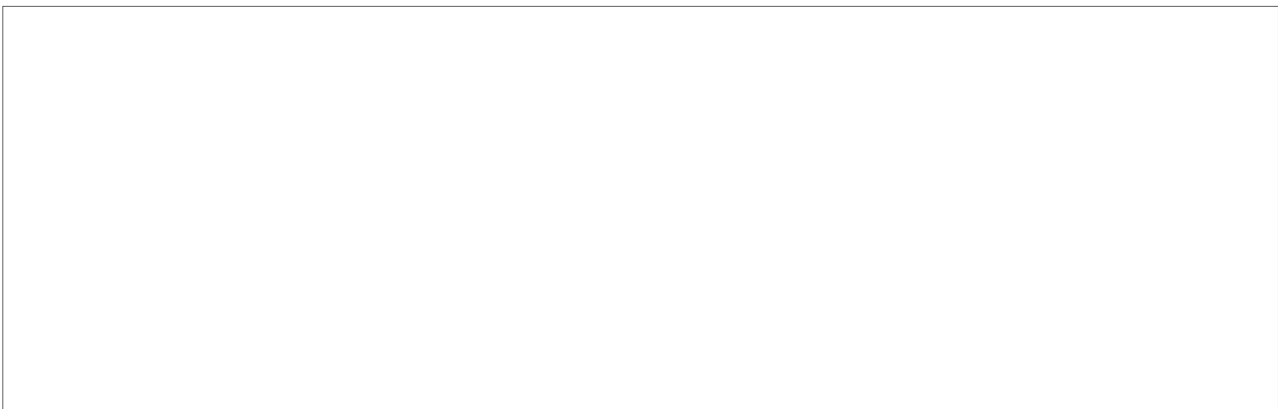
Regulations Control Division

RCD currently is working on a total of 113 regulations, handbooks, notices, and employee bulletins. An issuance of particular interest processed is the bulletin providing advice and counsel to Agency employees who find themselves in their unofficial capacities called upon to be witness in the Westmoreland v. CBS litigation [redacted]

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RCD continues to withhold [redacted] Promotion, until further word is received from the Office of Personnel. The Director of Personnel, the Inspector General, and Office of General Counsel are still considering the retention time required for retaining working papers.

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Attachment:
As stated

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OIS/EXO



(17 Aug 83)

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